

Tuesday 29<sup>th</sup> January 2019

Dear Parents/Carers,

**Re: Parent/ Carer Consultation Evenings Spring Term 2019**

You will have two options for Open Evening which will take place on:

**Monday 11<sup>th</sup> February 3:30pm-6.00pm**

**Wednesday 13<sup>th</sup> February - 3:30pm – 7.00pm**

On the return slip below there are a number of choices for days and times for you to choose from. Please indicate your *preference* by ticking **one** of the boxes and **return the slip to your child's class teacher**. If you have other children in the school, please also list their names and classes on the reply slip below so the teachers can try and book your appointments near to each other.

We will try our best to accommodate your preferred time slot, but please be aware that this may not always be possible. **The class teacher will allocate you a 10 minute time slot and return the slip to you indicating your exact allocated time.**

It is very important that you take this opportunity to meet with your child's teacher – all parents will be allocated a slot and are expected to attend: you will be told about your child's progress so far this year.

Yours faithfully,

**Karen Kondo**  
Headteacher

**Parent/ Carer Consultation Evenings Spring Term 2019**

Child's name \_\_\_\_\_ Class \_\_\_\_\_

Please list sibling's names and classes here:

\_\_\_\_\_

\_\_\_\_\_

Select your preferred day and time (please tick one box):

[ ] Monday 11<sup>th</sup> February **between** 3:30pm and 5.00pm

[ ] Monday 11<sup>th</sup> February **between** 5:00pm and 6.00pm

[ ] Wednesday 13<sup>th</sup> February **between** 3:30pm and 5.00pm

[ ] Wednesday 13<sup>th</sup> February **between** 5.30pm and 7.00pm

**Please return this form to your class teacher before Wednesday 6<sup>th</sup> February.**